

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

	At	tention: Scheduling	Section.	/ '
	FOR	AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
70	Dication	Date	Georgia Ports Authority	Application Number
	1/	/09/80	Operations Division Post Office Box 2406	79-26-A
Application Number 84			Savannah, Georgia 31402	Date Received Date Completed  JAN 1 7 1980 JAN 3 1 1980
2.	person	to Contact	Working Title	Telephone Number
	Sandr	ra Jones	Operations Administrat	ive Manager 964-1721, # 247
3.		Requested		
			Schedule; record will continue to accumulate.	
	b. 🗆	Dispose of present a	ccumulation; no further accumulation anticipated.  No. 79-26 Check One: Change; Su	serende: 🗖 Void
4.	<u>.c∠</u> Dates c	Amend Application of Series	5. Records Series Title (followed by title used in office	percede; U void e; if different)
	rliest	Latest		* · · · · · · · · · · · · · · · · · · ·
	1971	To_Date	Individual Ship Export Files	:
E,	Diagsto	a and Office Function	n What is the function of the Division and the Off	ice in which this record series is created?
	Georg Wareh State & War divis provi	gia Ports Authonouses - Garden e Docks - Barge rehouses. He a sions of the Po ided by the Geo Office Manager	rations assists the Executive Director in rity and is responsible for the operation City and Ocean Terminal, Savannah State Terminal, Bainbridge State Docks - Bargliso handles the function of leases, inclined Authority and with commercial and indurgia Ports Authority.  In this office supervises the work of the analyzes ships' schedules, coordinates	ns of the Savannah State Docks & Docks & Railroad Company, Augusta e Terminal & Brunswick State Docks uding negotiating leases for all ustrial concerns for use of space e warehouse, billing, import and
7.	and v		s, insures that all paperwork is properly documentation received, facilitates ex  This file contains the following documents (include for	peditious cargo handling.
	Docum	nents relating to:	Attach samples of the file.  Documenting the outgoing of cargo on	various ships.
	indud	ed are:	Cargo orders (loading orders), cargo receipts, invoices for services rende	
i i		÷ ,	• •	
	Ella la	27720004	Alphabatically by ship by data	
	File is	arranged:	Alphabetically by ship, by date.	
8.	Month	ly Reference Rate	How often are records referred to which are:	
		o six months old <u>da</u> y-five months and old	er 1-2 ?	teen to twenty-four months old 3-4;
9.		I Rate of Accumulat	ion of Records 12 ; Shelves	; Other (specify)
	Letter	-Size drawers	Legal-Size drawers, Shelves	, Other (specify)

YES	NO	10. Questionnaire	e (Place an "	X" in the proper o	columni	A. C.
		a. Is this the off	· · · · · · · · · · · · · · · · · · ·			
X		If not, where	is it?			;
		b. Does the serie	es contain confid	dential informatio	on requiring security handling? If yes, cite law or reg	ulation.
_	× -			· · · · · · · · · · · · · · · · · · ·		
×		c. Is this a vital		l or long term res	3	
$^{\sim}$						
	×	documents be	scheduled sena	in the file make ii ratoly?	t necessary to keep the entire file for a long period, co	ould these
	×				published? If yes, attach copy.	, ,
					analyzed and/or recorded in a summarized report?	
_	×	IT yes, attach	CODY.			
×		h. Is there a dup  * If yes, where;	Docks, Wa	<mark>series in your offi</mark> c arehouse, Oce	ce, or in another office or agency? ean Terminal, Bulk Facility, Brunswic	k
	×			on of it) regularly		
	×	i. Does the reco	<u>rd series result i</u>	n a computer prin	itout?	
1. R	etenti	on Requirements	Th	e following requi	res the series to be kept:	
a	. State	e Law		Vanre	d. Audit period	
	-	ute of limitation	7	years.	e. Administrative need	years. 7years.
		ral law		<u></u> years.	f. Federal retention instructions	years.
				,		
A	trach (	copy or excerpt of	laws or regulation	ons. Explain admi	inistrative need.	· ·
			<del>-</del> ,			
	2	; : : -				
		· · · · · · · · · · · · · · · · ·	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			
		· · · · · · · · · · · · · · · · · · ·	110 150		with the first term of the same	
2. A	POTOV	ed Disposition Inst	tructions Th	is agency recomm	nends that the file series be cut off at the end of each:	
1	7		, 0	Calendar Year; [	Fiscal year; CX Otherevery six months	then,
בו בו	₹ Dest Tran	ster to State Reco roy. sfer to State Arch er <i>(Specify)</i>	ives for permane	ent retention.	ar(s); then	
	•		•		Nicologovalski domlisaka at abia tila	!
7	Ëh.	the follow	ing departme		minals retain <u>duplicates</u> of ship file	s as indicated
		Docks			1 vear	
					,	•
		Bulk Facil	ity	_=	2 years	
		Brunswick -			1 year	
		Duplicates	fall under	State Wide (	Common Schedule # 34 (B)	•
	ı					
Т						
	hese ir	structions apply t	to all prior and f	uture accumulatio	ons of the series.	
	hese ir	estructions apply t	to all prior and f	uture accumulatio	ons of the series.	
	~=			·		
jenc	~=	nstructions apply t		uture accumulatio	Records Management Officer (Signature)	Date
enc	~=		rest pl	·		
genc	~=			·	Records Management Officer (Signature)	1-11-80
la	y Head		rest pl	·		
всоп	y Head	1/Designed (Stan)	nel'	·	Records Management Officer (Signature)	1-11-80
econ aph	y Head	ations in para- approved.	nel'	Date // // // 80	Records Management Officer (Signature)  State Records Committee (Signature)	1-11-80 Date 1-29-80
econ raph f diss	y Head	ations in para- approved.	State Aud	Date // // // 80	Records Management Officer (Signature)	1-11-80 Date 1-29-80
lecon raph	y Head	ations in para- approved.	State Aud	Date ////////////////////////////////////	Records Management Officer (Signature)  State Records Committee (Signature)	1-11-80

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Attention: Scheduling:	Section.		
FOR AGENCY USE	1. Agency Address	FOR RECORDS M	ANAGEMENT USE
Application Date	Georgia Ports Authority	Application Number	
11-30-78	Operations Division	79-2	6
Application Number	Post Office Box 2406	Date Received	Date Completed
49	Savannah, Georgia 31402	JAN 1 9 1979	MAR 1 4 1979
	144 1 4	<u> </u>	1 10/0
2. Person to Contact	Working Title		Telephone Number
Sandra Jones	Operations Manager	964-17	21 <b>,</b> # 289
3. Action Requested			
	Schedule; record will continue to accumulate.		
	ccumulation; no further accumulation anticipated.  No. 99 Check One:   Change:   Supero	. =	
c. Z Amend Application d. Dates of Series	No. 99 Check One: ☐ Change; ☑ Superc		
Earliest Latest	1 3. Necords Series Title Tronowed by title used in office, in	Jii (e) Gi ()	
1971   To Date	Individual Chin Expant Files		
	Individual Ship Export Files		
5. Division and Office Function	Mhat is the function of the Division and the Office is ations assists the Executive Director in the		
	ity and is responsible for the operations o		
	City and Ocean Terminal, Savannah State Doc		
	Terminal, Bainbridge State Docks - Barge Te		
	so handles the function of leases, includin		
	t Authority, and with commercial and indust		
provided by the Georg			, 400 0, 00400
p	,		, <u>, , , , , , , , , , , , , , , , , , </u>
The Office Manager in	ד which this file is created supervises the	work of the war	ehouse,
	export departments, analyzes ships! schedul		
	n field divisions, insures that all paperwo		
carefully balanced a	nd verified against documentation received,	facilitates exp	editious cargo
handling.			
7. Record Series Description	This file contains the following documents (include form a Attach samples of the file.	numbers and titles, if an	ry):
Documents relating to:	Documenting the outgoing cargo of various	ous ships.	
	The state of the s		
included are:	Cargo orders (loading orders), cargo del		rgo mates
	receipts, invoices for services rendered	•	
	•		•
			•
-			
fille to assume and	All I de de la la le la la la de		
File is arranged:	Alphabetically by ship, by date.	•	
8. Monthly Reference Rate	How often are records referred to which are:		. 7 4
	daily; Seven to twelve months old daily; Thirteen	to twenty-four months	old;
twenty-five months and olde	er?		· 
9. Annual Rate of Accumulati	on of Records		
Letter-size drawers	; Legal-size drawers 12; Shelves;	.; Other (specify)	The state of the s

	10. Questionnaire				
×	a. Is this the offic		series?		1
	If not, where is b. Does the series		ential information	requiring security handling? If yes, cite law	or regulation.
X	c. Is this a vital re	[		7, 700, 3100	
			l or long term rese	arch value? Long Term /	
×	e. When one or tw	vo documents i	n the file make it	necessary to keep the entire file for a long pe	riod, could these
$-\frac{\hat{x}}{x}$	documents be s			published? If yes, attach copy.	
	1	The second secon	·	analyzed and/or recorded in a summarized rep	port?
×	If yes, attach co	00Y		the state of the s	
×	If yes, where?	cation of this s	eries in your offic	e, or in another office or agency?	
×	1		on of it) regularly		
Raten	L i Does the record tion Requirements		n a computer prin	tout? es the series to be kept:	
	•		e following requir	. '	
	ite Law itute of limitation	7	years.	d. Audit period  e. Administrative need	years.
	deral law	رود به خواه و ده نوی و در دونه	years.	f. Federal retention instructions	years.
			i		
Attach	copy or excerpt of la	ws or regulation	ons. Explain admii	nistrative need.	
_ 21 _ 5. <sub>1</sub> .	. a. iaa aa i ia				
8.					
	ved Disposition Instru				
🗷 Tr	old in the current files	area	Calendar Year; Cmonth(s)12year(s)	rends that the file series be cut off at the end of a fiscal year;  Other every six mony year(s); then transfer to dead storage,	ths then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record stroy.	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	area g area, hold ds Center; hold	Calendar Year; Cmonth(s)12year(s) Iyea	year(s); then ; then transfer to dead storage, ir(s); then	the then,
	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archiv	areag area, holdg area, holdg area, holdg germane germane	Calendar Year; C _month(s)12year(s)  year ent retention.	year(s); then ; then transfer to dead storage, ir(s); then	the then,
Ø Tri	ansfer to local holding ansfer to State Record stroy.  ansfer to State Archiv her (Specify)	areag area, holdg area, holdg see for permane all prior and f	Calendar Year; C _month(s)12year(s)  year ent retention.	year(s); then ; then transfer to dead storage, ir(s); then	the then,
Ø Tri	ansfer to local holding ansfer to State Record stroy.  ansfer to State Archive her (Specify)	areag area, holdg area, holdg see for permane all prior and f	Calendar Year; Cmonth(s) 1 2year(s)year ent retention.  Uture accumulation	year(s); then transfer to dead storage, ir(s); then	then, hold 4 years; then  Date
Ø Tri Ø De Ø De Tri Ø Ot	ansfer to local holding ansfer to State Record stroy.  ansfer to State Archive her (Specify)	areag area, holdg area, holdg see for permane all prior and f	Calendar Year; Calend	Piscal Year; Other every six monity year(s); then transfer to dead storage, it (s); then  Then transfer to dead storage, it (s); then  The series.  Records Management Officer (Signature)  Catal Jungan	then,  hold 4 years; then  Date  1-10-79
These	ansfer to local holding ansfer to State Record stroy.  ansfer to State Archive her (Specify)	areag area, holdg area, holdg see for permane all prior and f	Calendar Year; Cmonth(s) 1 2year(s)year ent retention.  Uture accumulation	year(s); then transfer to dead storage, ir(s); then	then,  hold 4 years; then  Date  1-10-19  ure)  Date
These ency He	ansfer to local holding ansfer to State Record estroy.  ansfer to State Archive her (Specify)  and Designee (Signate of Signate of S	areag area, holdg area, holdg area, holdg center; holdg area for permaneg areag area	Calendar Year; Cmonth(s) 1 2year(s)year ent retention.  Uture accumulation	Piscal Year; Other every six monity year(s); then transfer to dead storage, it (s); then  Then transfer to dead storage, it (s); then  The series.  Records Management Officer (Signature)  Catal Jungan	then,  hold 4 years; then  Date  1-10-19  ure)  Date
These  These  commercian 12 a disappr	ansfer to local holding ansfer to State Record stroy.  ansfer to State Archive her (Specify)  and/Designee (Signate of Signate of Si	areag area, holdg area, holdg area, holdg sometimes for permane all prior and f	Calendar Year; Calend	Piscal Year; Other every six monity year(s); then transfer to dead storage, it (s); then  Then transfer to dead storage, it (s); then  The series.  Records Management Officer (Signature)  Catal Jungan	then,  hold 4 years; then  Date  1-10-19  ure)  Date
These  These  These  These  These  These  These  These  These	ansfer to local holding ansfer to State Record stroy.  ansfer to State Archive her (Specify)  and/Designee (Signate of Signate of Si	areag area, holdg area, holdg area, holdg sometimes for permane all prior and f	Calendar Year; C _month(s)12year(s)year ent retention.  Date	Piscal Year; Other every six monity year(s); then transfer to dead storage, it (s); then  Then transfer to dead storage, it (s); then  The series.  Records Management Officer (Signature)  Catal Jungan	then,  hold 4 years; then  Date  1-10-79